Privacy and Security Online Training

As a new member of the Atlanta Veterans Health Administration you are required to complete the following online training courses, required for computer access:

1. *VA Privacy and Information Security Awareness and Rules of Behavior FY12*

2. *Privacy and HIPAA Training FY12*

Online Training Instructions

Open the below Employee Education System website link:

https://www.ees-learning.net/librix/loginhtml.asp?v=librix

1st page: Click: **'First Time User'** button

2nd page: Type of User : *Pick what is applicable to you*

    ○ VA Employee (Paid by the VA)

    ○ VA Other (Contractors, Volunteers, Residents, Interns, etc.)
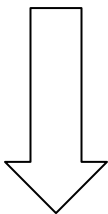
3rd page: Enter your first and last name

4th page: Select your occupation

5th page: Select your facility: **VHA**

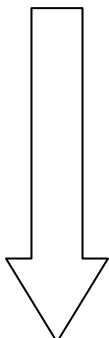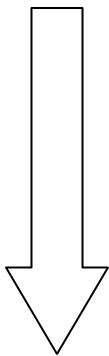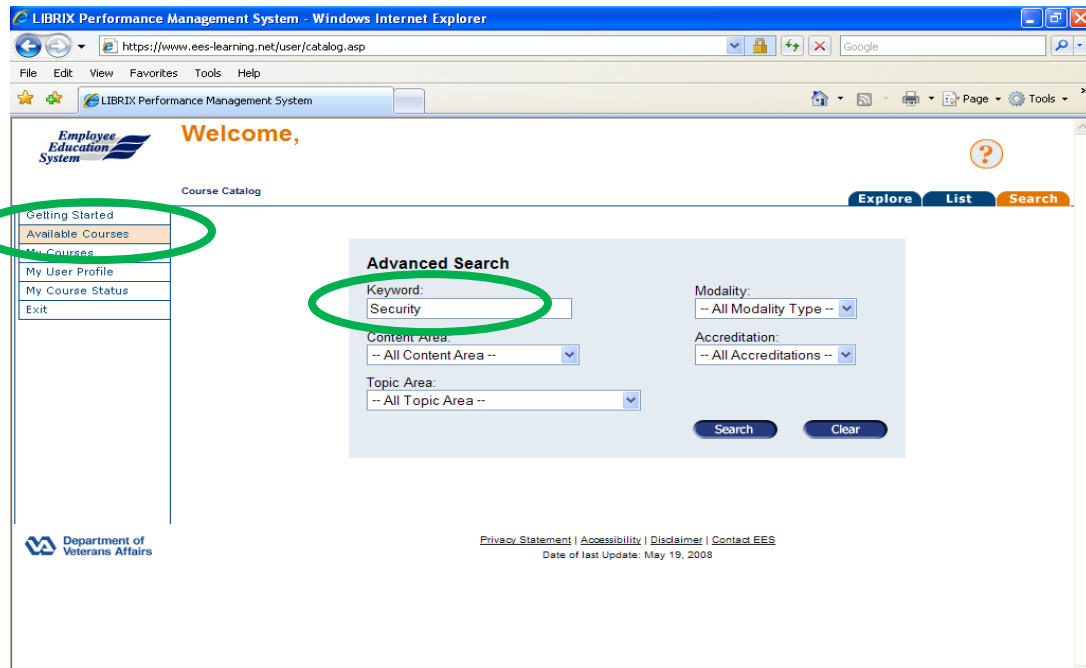**6th page:** Create **'user name'** and **'password'**

> *Be very creative when creating your user name, as many are already taken*

Once you have created your user name and password, you will be prompted to log-in. Log in and follow the instructions below:

Privacy and Security Online Training

Click on '**Available Courses**' in the left column and under advance search enter the keyword '**security**' in box. And click '**search**' button
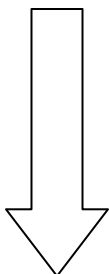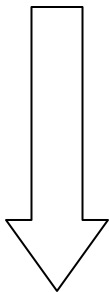
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Scroll down to '*VA Privacy and Information Security Awareness and Rules of Behavior FY12-Print'* and click **'Sign Me Up'** in the right column

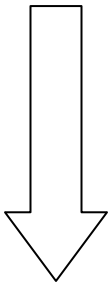Once you have added that course to 'My Courses' go back to 'Available Courses' and type in the 'keyword' box *Privacy and HIPAA*, click **search**

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Scroll down to '*Privacy and HIPAA Training FY12-PowerPoint Option'* and click **'Sign Me Up'** in the right column

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Under 'My Courses' click on each course and complete the training

Ensure you **PRINT your CERTIFICATE** at the end of each training course. Bring your certificates with you on your first day of orientation.

You *DO NOT* need to complete the *VHA Mandatory Training for Trainees**